

Brownlee Personnel Services

- **ADMIN. CLERK \$22,000** — Put your excellent typing skills, math aptitude and organization skills to use in this high profile co. This challenging position involves preparation of shipments, invoicing (IBM-PC), typing bills of lading/customs documents, special projects, etc. Good growth potential.
- **EXECUTIVE RECEPTIONIST \$20,800** — Public Relations co. requires a 'polished' receptionist with good typing skills. Switchboard experience necessary. Will train on word processing.
- **W.P. SECRETARY \$20,000** — Beautiful offices and congenial staff awaits the person who enjoys word processing the better part of a day. Start date: April.
- **RECEPTIONISTS \$18-19,000** — Due to promotions and co. expansions this dynamic Communication firm needs receptionists. One for their main reception - the other in their new Cust. Service area. Fantastic growth potential.
- **JR. SECRETARY \$17,000** — Busy distribution co. needs a dependable individual with good typing skills & some computer/w.p. knowledge. A responsible position requiring the ability to work with little supervision.
- **COORDINATOR \$17-19,000** — Circulation dept. of this Markham publishing co. needs a detail-oriented individual to handle order processing, coding documents, batching, as well as act as back up to customer service. This could lead into a customer service position.
- **A/P CLERK \$17-18,000** — Young progressive co. needs a bright, energetic individual to handle their Accts. Payable and other related accounting functions. Excellent advancement opportunity.
- **SHIPPER/RECEIVER \$19,500** — As Shipper/Receiver for this dynamic marketing co. you will be kept busy dispatching, entering inventory on computer and re-ordering merchandise. Good growth potential.
- **RECEPTIONIST PLUS \$17-18,000** — A special kind of person required for small growing Richmond Hill Co. Good telephone manner, some typing and inputting invoicing on computer.
- **SECRETARY - \$20,000 ±** — Here's a boss that rewards a job well done - he pays an above average salary & offers a profit sharing bonus for that extra effort. If you are a dedicated employee that likes responsibility and appreciates recognition, then working for this home developer will interest you.

WE ARE CAREER SPECIALISTS COMMITTED TO HELPING YOU.
Talk to us about these and the many more job opportunities we offer.

107 MAIN ST. UNIONVILLE
471-6060 or 470-1771

A place to grow Family Trust

FAMILY TRUST OPPORTUNITIES

2 POSITIONS AVAILABLE IN A GROWING COMPANY

PROCESSING CLERK

Individual required to accept responsibility for checking commission split on real estate deals and inputting to computer system. Candidate should have previous computer or typing experience and strong communication skills.

JUNIOR ACCOUNTING CLERK

Required to assist in handling of Real Estate Agents accounts. Enrollment in CGA/CMA program an asset.

Please send resume to:
FAMILY TRUST
8 WELLINGTON STREET WEST
MARKHAM, ONTARIO L3P 1A2
ATTENTION: L. MILLAGE

*No phone calls please
This is a non-smoking office

Innova, a division of Abitibi Price Inc., is Canada's largest envelope manufacturer. We encourage employee productivity by offering training, modern equipment, and excellent wages. We now have an opening at our Markham facility (Woodbine/Steeles area) for a:

FILE CLERK

This is a permanent part-time position and the hours are from 1 p.m. to 5 p.m., Monday-Friday. The starting rate is \$7.00/hr.

The successful applicant will be an energetic individual with an eye for detail. Experience on a switchboard would be a definite asset.

To arrange an interview, please call Marilyn McIntyre at 475-6181, weekdays between 8 a.m. and 4 p.m.

INNOVA
ENVELOPE

RECEPTIONIST/ OFFICE CLERK

Required for small friendly office (14th Ave. - Hwy. 48 area). Applicants must be well organized and able to work without direction. Salary commensurate with experience.

294-4482

RECEPTIONIST TYPIST

Required immediately, Monday to Friday.

Apply in person
**CULLEN
COUNTRY BARN**
477-4475
Ext. 275

LEGAL SECRETARY

General Practice. Experience required. Full and part time. Thornhill.

731-3430

WHAT ARE YOU DOING SATURDAY, MARCH 26, 1988???

OPEN HOUSE

University Students, Retirees, Homemakers, as well as anyone currently seeking a change in employment.

- *Receptionist
- *Secretaries
- *Clerks
- *Assembly Workers
- *General Warehouse
- *Shipper/Receivers (Workboots an asset)

ETC., ETC., ETC., ETC.

Various Permanent, long & short term Temporary Assignments in the Markham/Richmond Hill/Aurora area.

Join Us For A Coffee

9005 Leslie St.
Suite 103
(Hwy. 7 & 404)
10:00 a.m. - 3:00 p.m.

Call Today For Further Information

764-6344 773-4266

DGS Placing You First

PERSONNEL

20 years of placing people



WHY TRAVEL DOWNTOWN! HUNT PERSONNEL

SPECIALIZING IN PERMANENT PLACEMENTS...

To you the candidate, there is **NO COST**. Our high profile clients in **NORTH SCARBOROUGH/MARKHAM** area pay for our expertise in finding good employees for them. These are job opportunities with excellent benefits, growth potential in warm friendly environments.

- 18-20,000 RECEPTIONIST/SECRETARY** —Outgoing Sales Office
- 17,000 CUSTOMER SERVICE** —Young dynamic company
- 20,000 RECEPTIONIST** —Creative Advertising Environment
- 18,200 CLERICAL** —Full training provided
- 21,000 WANG WORD PROCESSING OPERATOR** —Fast paced environment
- 23,000 COMPUTER SOFTWARE SPECIALIST** —Large corporation
- 23,000 INTERMEDIATE SECRETARY** —Aurora location
- 19,000 SECRETARY** —Customer Service Department
- 18,000 RECEPTIONIST/TYPIST** —Young growing company
- 21,000 SECRETARY** —Chartered Accountant Firm
- 15,000 RECEPTIONIST** —Entry Level Position
- 16,500 INVOICE TYPIST** —Graphic Arts Firm
- 25,000 LEGAL SECRETARY** —Real Estate Law
- 18,000 OFFICE ASSISTANT** —Hi-profile company
- 19,000 RECEPTION/SECRETARY** —Brand new offices
- 17,000 CLERK TYPIST** —Lots of growth potential

WE CAN KEEP YOU HOPPING ON SHORT-TERM TEMPORARY ASSIGNMENTS UNTIL YOU DECIDE ON THE RIGHT PERMANENT POSITION.

For more information
Please Call
PEGGY OR LINDA
477-7557

STEP AHEAD WITH DRAKE

- **JUNIOR BOOKKEEPER 18-20K**
Are you looking to become part of a fast-growing operation where your high calibre accounting ability coupled with your supervisory skills will be well organized? If so this rare opportunity is not to be missed! Invoicing accounts payables and receivables an asset. This is an ideal position made with you in mind! Top benefits! Order #K6005.
- **RECEPTION TYPISTS 18-19K**
If you are an enthusiastic, outgoing professional individual who loves to meet people this is the position for you. This company offers growth for someone with typing, a pleasant phone manner, and a mature friendly attitude. An excellent opportunity for growth. Call today. Order #K6073.
- **PERSON FRIDAY 15K + PROFIT SHARING**
Bored at home? Here is an opportunity for an individual with a pitch-in attitude. Your clear telephone manner and flexible attitude is all that is needed for this team oriented company. A combination of typing and reception along with general office duties will keep your day moving. Step out today and join the work force. Order #K6080.
- **RECEPTION/SECRETARY 20K+**
Plush atmosphere with a progressive company. Your word processing experience and pleasant reception skills will be welcomed in this busy office. A flexible attitude and positive approach to working in a Sales/Promotion environment an asset. Join a co-operative team. Order #6094.

NO APPOINTMENT NECESSARY
THESE ARE JUST A FEW OF THE MANY JOBS AVAILABLE
CALL DIANNE KEIL or
KAREN SHARPE at 471-8551
27 WELLINGTON ST. W. (2nd FLOOR)
MARKHAM, ONTARIO
EVENINGS BY APPOINTMENT

DRAKE PERSONNEL

DOES THIS DESCRIBE YOU?

ARE YOU:

- bored at home? (or perhaps bored at work?)
- a recent graduate? (or about to graduate?)
- returning to the work force?
- in need of office experience? (or in need of better experience?)
- in need of variety?
- interested in a junior position in computers, accounting, clerical, typing, or administrative work?

IF SO, WE OFFER:

- a dynamic manufacturing company environment
- challenge
- growth
- stability
- a fast pace
- promotions from within
- full training
- a competitive salary
- great benefits

Give us a quick call at 298-4164 or 298-4166 and we'll show you how to conquer your boredom and recharge your career! If impossible, pop your resume or a short note into the mail. We are conveniently located at Progress and Midland Avenues, accessible by highway, T.T.C., and the Scarborough Rapid Transit Train.

**Office Recruiter
Atlantic Packaging Products Ltd.
111 Progress Avenue
Scarborough, M1P 2Y9**

SECRETARY/ACCOUNTS CLERK

required at Parkview Village

We offer you a full time position in a pleasant but busy Seniors' complex in the Town of Stouffville. Parkview Village serves approximately 210 Seniors. We offer an excellent employee benefit package. Position will be available April 25, 1988 with an orientation period of several weeks.

We require a person who is cheerful, patient and relates well to Seniors and who is in agreement with Parkview's goals and objectives.

The candidate selected should possess:

- excellent typing skills
- computer skills - word processing, accounting programs
- strong communication skills - good telephone manner
- previous experience necessary

If you are the person we are seeking, please send your resume by April 5, 1988 to:

Parkview Village
70 Ninth Line South
Stouffville, Ontario
L4A 3N6
For additional information, please call
Sheila Jones at 640-1940

Part Time MAIL CLERK

Publishing company requires part time mail clerk to work 2-3 days per week - to handle incoming and outgoing mail and to provide switchboard reception relief.

Position requires an energetic individual with good telephone manner and the ability to get along with others.

Please contact
Lorraine Daley
CAMAR PUBLICATIONS
130 Spy Court
Markham
475-8440

RECEPTIONIST

Must have excellent telephone manner, good typing skills. Salary commensurate with experience.

Location: Hwy. #7 & Leslie Street.

Ask for
MR. DEITRICH
889-2000

RECEPTIONIST

Required full time for Sporting Goods company. Applicant should have good typing skills, excellent telephone manner and a good command of the English language. Woodbine/Steeles area.

For interview please call
DORRETT AT
445-9666 or 475-2440

SECRETARY/RECEPTIONIST

A rapidly growing company in a brand new office is looking for an enthusiastic individual to tie their office together. A personable telephone manner, good oral and written English skills, typing experience and the desire to learn is all that is required for this challenging position.

If you enjoy working in a friendly environment and would like to work in the Markham area, inquire by phone or send resume with salary expectations to:

TUXEDO ROYALE
185 Konrad Crescent
Markham, Ontario
474-0304
Attention: Joan

DATA ENTRY CLERK

A packaging machinery manufacturer located in Woodbine/Steelcase area seeks an individual with data entry skills to assist in a small office. Other duties will include typing, filing and varied clerical tasks. Good opportunity to learn or to get back into the workforce. Pleasant working conditions, good benefits package. Please send resume with salary requirements to:

Betty Robb
ALLIED AUTOMATION CANADA INC.
111 Esna Park Drive, Unit 4
Markham, Ontario L3R 1H2

COUNTRYWIDE UNI-MARK REALTY INC.

requires
EVENING RECEPTIONIST

5 p.m. - 9 p.m. two evenings and alternate Saturdays.

For confidential interview call:

LESLEY CHEPACK
471-7702

DATA ENTRY/ KEYPUNCH OPERATORS

Required for small Markham office. Warden & Denison area.

CALL
477-9116

ACCOUNTING CLERK

With office experience for accounts payable duties. We prefer someone presently taking an accounting course (CNA, CGA or community college). Good pay and benefits.

CALL
BILL BURNS
475-6630
CUSTOM CONCRETE
A division of
St. Lawrence Cement Inc.

ENTRY LEVEL \$15K

Telemarketing Position

Full time position. Excellent telephone manner an asset. Must enjoy people contact. Some work experience required. Warden/Steeles area.

Call SANDI
477-1188